

New Vehicle Ordering Instructions

(Do not use for the Used Vehicle or School Bus Contracts)

This document is intended to provide specific instructions on how to place orders for new vehicles through eVA. This document does not provide instructions or training on how to use eVA. Questions related to accessing or using eVA, should be directed to eVA Customer Care or your DPS Account Executive. Questions related to the Vehicle Contract should be directed to the DPS Contract Officer shown on the Contract.

DPS Vehicle Contracts are posted on the eVA “State Contracts” webpage. To access this page directly go to: <http://dps.dgs.virginia.gov/dps/contracts/covacontractsinfo.aspx> and click on the link titled “Vehicle Contracts” located in the box at the top right of the screen. *(see Fig. 1 below)*

1. **Complete** the **Purchasing Requirements** that are applicable to your State Agency, local government, etc. The **Purchasing Requirements** are listed on the main DPS Vehicles Contracts webpage. All entities must ensure they meet these requirements *prior* to ordering a vehicle.
2. **Search** the list of available contracts on the DPS Vehicle Contracts webpage on eVA, by choosing a vehicle type grouped in boxes at the top of the webpage, or by scrolling down the page. *(Fig. 2)* Review the Contract Document by clicking on the Contract Number. *(Fig. 3)*
3. **Save** the corresponding contract ordering “Spreadsheet” to your hard drive using the following steps;
 - a) Click on the “spreadsheet” link located directly below the applicable Contract Number. *(Fig. 3)*
 - b) In the File Download box, choose “Save”.
 - c) Choose your desired file name and location in the Save As box, then click “Save”
 - d) If steps a) or b) do not work on your computer, then *right* mouse-click the “spreadsheet” link, select “Save Target As” then continue with Step c).
 - e) Once saved, you can exit the State Contracts website if desired.
4. **Open and complete** the ordering Spreadsheet that you just downloaded in the following steps; *(Fig. 4)*
 - a) **Complete only the yellow highlighted cells.** Enter the order quantity of base vehicle(s) and the quantity of Options you need on the base vehicle(s). Use additional columns or spreadsheets as necessary to order multiple base vehicles requiring different Optional Equipment configurations. Entities are not permitted to order any additional equipment or options unless it is specifically listed on the Contract documents. The Spreadsheet will automatically formulate the line, column and total cost calculations based on the *quantities you enter* in the yellow highlighted columns. Please be aware that each contract spreadsheet may be different and users must follow the instructions on each contract and spreadsheet. These instructions shall be used as a guide only.
 - b) **Additional Delivery Charges:** Follow the applicable instructions on the spreadsheet. Some vehicle contracts have additional delivery charges for mileage in excess of the included mileage. Most contracts indicate to use yahoo.com (Maps/ Driving Directions) to determine the distance between the Contract Vendor’s address to your delivery address, rounded up to the next whole mile. If so, determine the actual mileage, then subtract the number of contract “included miles” indicated on the spreadsheet, then enter the *difference* in the yellow highlighted cell. The spreadsheet should automatically multiply this entered mileage x the number of vehicles you order. **BE SURE TO DOUBLE CHECK THE CALCULATIONS FOR ACCURACY.**
 - c) Complete the Special Instructions section to provide information that is required or necessary per the Contract (such as paint color choices, if they are **not** already listed on the spreadsheet as Options) Please note that there is NO default color and all buyers **MUST** indicate color choices. See the Contract for additional information.
 - d) Verify all the information is correct and **save** the updated spreadsheet to your computer using a file name of your choice. You will be required to electronically attach this spreadsheet to your eVA order.

5. Process the Order through eVA.

- a) Log into eVA with your user name and password. (Fig. 5.)
- b) Create a new requisition by going to the eMall (Shop Now) (Fig. 6.) and creating a new Requisition (Fig. 7 & 8.). The requisition will be completed as you normally would, except for the following;
- c) **Screen 2: Add Items:** Select “Create Non-Catalog Item” item (Fig. 9) and enter the following information on the line item screen. (Fig. 10)
 - i. **Description:** It is recommended that you use the following wording format: Vehicle Year, Make, Model and Description, followed by “per Contract # _____, see the attached spreadsheet for detailed order information”
 - ii. **Commodity Code:** Enter the NIGP Commodity Code listed on the Contract.
 - iii. **Supplier and Location:** Choose the Contract Vendor *shown on the Contract*.
 - iv. **Contract List:** Choose the correct Contract Number from the drop down box. If it is not shown then select “item on Contract but number not on list”
 - v. **Contract Number:** If the contract number is not populated in the “Contract #” field, then type in the contract number exactly as it appears on the State Contract, to include all dashes with no spaces.
**** The “Contract #” field must be completed with the correct contract number** Do not leave this blank nor use this field for any other purpose.**
 - vi. **Quantity:** Enter the number of vehicles you are ordering. Multiple vehicles with different unit costs must be entered as separate line items on the PO. For reporting purposes, enter the actual number of vehicles being ordered. Do not enter your order as 1 Lot.
 - vii. **Unit of Measure:** Enter “Each”. Do not enter your order as 1 “Lot”
 - viii. **Price:** Enter the price per vehicle. Your price entered here **MUST** match your per vehicle prices shown on the ordering Spreadsheet(s).
 - ix. Review the accuracy of all information entered to include the calculations and click “ok”
 - x. Add more line items as needed. When done, click to the Checkout (summary) screen.
- d) **Screen 4: Checkout :**
 - i. **Comments, Entire Requisition:** (Fig. 11) Enter your standard order comments in the comments box. Also put a comment that the ordering spreadsheet is attached. Check the box so it is Visible to Supplier (to be included on Purchase Order).
 - ii. **Attach Ordering Spreadsheet:** Electronically attach the Excel ordering spreadsheet by clicking the “Add Attachments” button (Fig. 11). Click “Browse”. In the “Choose File” box, find and highlight your spreadsheet. Click the “open” button. Check the box so that it is visible to suppliers. (Fig. 12). Click OK when done. Verify that it attached the spreadsheet to the requisition by seeing the file name listed on the checkout screen, underneath the comments box.
- e) **Review and Submit:** Review the entire requisition to verify all data is accurate including the Order Total, then Submit. Once the eVA PR has processed through your approval flow, the eVA Purchase Order, with all attachments, will be electronically sent to the vendor, only if they are registered to accept electronic orders. If it is not sent electronically, you must print and fax it to the vendor. Keep a copy of your ordering spreadsheet with the purchase order, as this is your proof of what you ordered. **Be sure that you’ve received an order confirmation from the vendor that includes all details of your order such as color choices, etc.**

eVA Home

Virginia State Contracts

Description: Buyer:
 Contract: NIGP:

Export To: [Excel](#) [Search](#) [Clear](#)

External Contracts
[Engineering and Building Contracts](#)
[VITA Contracts](#)
[Vehicle Contracts](#)
[Tire Contracts](#)
[Carpet Contracts](#)
[Fuel Contracts](#)

Number	NIGP	Description	Contractors	Restriction	Mandatory	Ends	Buyer
QCL-01-08	91879	Qualified Contractors List for Agency SWaM Assistance Program	<ul style="list-style-type: none"> • BFE, LLC-M,S • Capitol Management & Information Engineer-M,S • Clarcode Company, LLC • E. L. HAMM & ASSOCIATES, INC.-M,S • POINT MANAGEMENT GROUP, LLC • The Modus Team, LP-M,S • Viable Solutions Management, LLC Consulting Firm 	State & Locality	Yes	12/13/2013	FRAN FINCH

Fig. 2 Review vehicle contracts by vehicle group/ type or by individual contract shown by scrolling down the page.)

File Edit View Favorites Tools Help

★ Favorites Suggested Sites Web Slice Gallery Login - Virginia Departme...

COVA Contracts eVA - Commonwealth ...

Page Safety Tools

Virginia.gov Online Services | Agencies | Governor | Help Search Virginia.Gov

eVA Virginia's Total e-Procurement Solution Supported Browsers & Settings

eVA Home > Contracts > Commonwealth of Virginia Vehicle Contracts For the Use of eVA and Local Government Customers Only

Vehicle Contracts For the Use of eVA and Local Government Customers Only

★ POLICE	★ COMPACT CAR	★ FULL AND MID SIZE PASSENGER CARS	★ Sport Utility Vehicles	★ PASSENGER VANS	★ CARGO VANS	★ HALF TON PICK-UP TRUCKS
★ THREE QUARTER TON PICK-UP TRUCKS	★ ONE TON PICK-UP TRUCKS	★ CNG (Compressed Natural Gas) BI-FUEL ONE TON PICKUP TRUCKS	★ CNG (Compressed Natural Gas) BI-FUEL THREE QUARTER TON PICKUP TRUCKS	★ USED CAR CONTRACT	★ BOC LIFT VANS	★ BODY ON CHASSIS (BOC) VANS

Notice: All Contracts are in PDF & XLS format

Contract Number	Description	Model	Price	Vendor	Vendor Contact Person	Order Cut Off Date	Contract Expiration Date	Swam Status	DPS Contact
POLICE TOP									
E194.639 Spreadsheet	Police Motorcycle	2013 Harley Davidson FLHTP	\$22,171.00	G&G Motorcycles, Inc.	Matthew Houchins 804-550-9280	5/01/2013	9/10/2013	Small	Kim Hatala 804-786-3849
E194.1333 Spreadsheet	Car, Full Size, Police, Patrol and Detective Packages	2013 Ford SEDAN Police Interceptor	See Contract Document	Sheehy Ford of Richmond	Nick Crist 804-419-1364	4/12/2013	10/04/2013		Kim Hatala 804-786-3849
E194.1334 Spreadsheet	Utility Vehicle, Police, Patrol and Detective Packages	2013 Ford UTILITY Police Interceptor	See Contract Document	Haley Ford South	Bobby Moses 804-564-8090	4/12/2013	10/04/2013	n/a	Kim Hatala 804-786-3849
E194.72798	Car, Mid Size, Police	2013 Chevrolet		Capital	Ed Montomerv			Small &	Kim Hatala

Fig. 3 Click on the Contract Number to access the Contract Document. Click on "Spreadsheet" to save the file.

eVA - Commonwealth of Virginia Vehicle Contracts - Microsoft Internet Explorer

Address: http://www.eva.virginia.gov/vehiclecontracts/index.htm#Mid-Size_Car

E194-1019VP Spreadsheet	Van, Cargo, 1 Ton, Diesel Engine	GMC Savana 3500	\$30,512.28	Capitol Buick GMC	Jim Wester 804-222-4600	3/30/2011	9/15/2011	Small	Sar 804
COMPACT PICK-UP TRUCKS									
Contract Number	Description	Model	Price	Vendor	Vendor Contact Person	Order Cut Off - Date	Contract Expiration Date	Swam Status	
E194-1205-VP Spreadsheet	Compact Pick-up, Regular Cab, 4 X 2	Ford Ranger	\$13,099.59	Sheehy Ford	Nick Crist 804-419-1376	5/28/2011	9/15/2011		Ma 804
E194-632-VP Spreadsheet	Compact Pick-up, Regular Cab, 4 X 4	Chevy Colorado	\$16,712.70	R.K. Chevrolet	Randy Meekins 757-431-6522	3/4/2011	9/15/2011	Small	Ma 804
E194-1206-VP Spreadsheet	Compact Pick-up, Extended Cab, 4 X 2	Ford Ranger	\$13,445.71	Sheehy Ford	Nick Crist 804-419-1376	5/28/2011	9/15/2011		Ma 804
E194-1207-VP Spreadsheet	Compact Pick-up, Extended Cab, 4 X 4	Ford Ranger	\$17,532.59	Sheehy Ford	Nick Crist 804-419-1376	5/28/2011	9/15/2011		Ma 804
E194-1208-VP Spreadsheet	Compact Pick-up, Crew Cab (4 Door) 4X2	Chevrolet Colorado	\$17,624.81	Capital GMC	Jim Wester 804-222-4600	3/4/2011	9/15/2011	Small	Ma 804
E194-1209-VP Spreadsheet	Compact Pick-up, Crew Cab (4 Door) 4X4	Chevrolet Colorado	\$20,570.51	Capital GMC	Jim Wester 804-222-4600	3/4/2011	9/15/2011	Small	Ma 804
HALF TON PICK-UP TRUCKS									

Fig. 4 Complete the Excel ordering spreadsheet and save it to your computer.

Microsoft Excel - E194-72768.xls

Vehicle Configuration

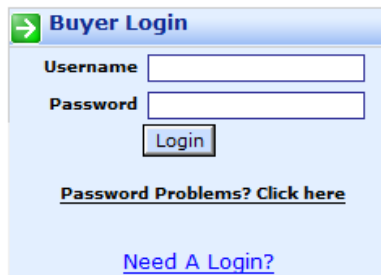
DPS Contract #: E194-72768
Effective: 10-16-12 through 10-15-13
eVA Commodity: Compact-Size Passenger Fleet 4dr Car, Flex Fuel
eVA Vendor: Haley Ford South
eVA Vendor ID #: VS0000081504
NIGP Commodity Code: 07104

This form shall be used to order a model with the same options & configuration per column. Please complete a separate spreadsheet if needed. Be sure to attach all spreadsheets to your Purchase Order. Complete the yellow blocks only.

Contract Line Item #	Description	Option / Order Code	UNIT PRICE	VEHICLE CONFIGURATION 1 ENTER QUANTITY IN YELLOW COLUMN ONLY.	VEHICLE CONFIGURATION 2 ENTER QUANTITY IN YELLOW COLUMN ONLY.
1	Base Vehicle: 2013, Ford Focus SE, 4-door, Flex Fuel, per the Contract Base Vehicle specifications.	P3F / 200A / 44W	\$ 15,000.00	2	1
2	Additional Delivery Charges - (Note: 150 miles are included in the base price of each vehicle.) Only enter miles in excess of 150. The spreadsheet will auto calculate the excess x mileage by the qty of vehicles ordered per column. (see #4.5 of the contract)	n/a	\$ 0.60	2	1
A1	REVERSE SENSING SYSTEM	60R	\$ 216.00	2	1
A2	CARGO MANAGEMENT PACKAGE	96C	\$ 103.50	2	1
A3	Std. Paint Color Option: RACE RED	PQ	\$ 0.00	2	1
A4	Std. Paint Color Option: TUXEDO BLACK METALLIC	UH	\$ 0.00	2	1
A5	Std. Paint Color Option: STERLING GREY METALLIC	UJ	\$ 0.00	2	1
A6	Std. Paint Color Option: INGOOT SILVER METALLIC	UX	\$ 0.00	2	1
A7	Std. Paint Color Option: OXFORD WHITE	YZ	\$ 0.00	2	1
A8	Interior Color Option: CHARCOAL BLACK CLOTH	EW	\$ 0.00	2	1
A9	Interior Color Option: MEDIUM LT. STONE CLOTH	EL	\$ 0.00	2	1
D1	DELETE DAYTIME RUNNING LAMPS	(942)	(\$36.00)	2	1
D2	DELETE REAR FLOOR CARPET MATS	(12B)	(\$22.50)	2	1
Total Cost for each Base Vehicle plus Options			1 ea	\$ 15,588.50	1 ea
Column Totals for All Base Vehicle Plus Options			2	\$ 31,177.00	1
Grand Total of all vehicles ordered on this spreadsheet:			\$	46,842.00	
Enter Other Information or Instructions in Yellow Block to the Right			Please call Jane Doe at (xxx)xxx-xxxx to coordinate delivery.		

Use this spreadsheet to configure your vehicle(s). You will need to use a separate column for each model type you are ordering. Use a separate spreadsheet for each model type ordered if it has different options. Complete the Yellow cells in the spreadsheet with the Quantity for the base vehicle and each option you want to order. The spreadsheet will auto calculate the total cost for each vehicle.

Fig. 5 Login to eVA (www.eva.virginia.gov)



Buyer Login

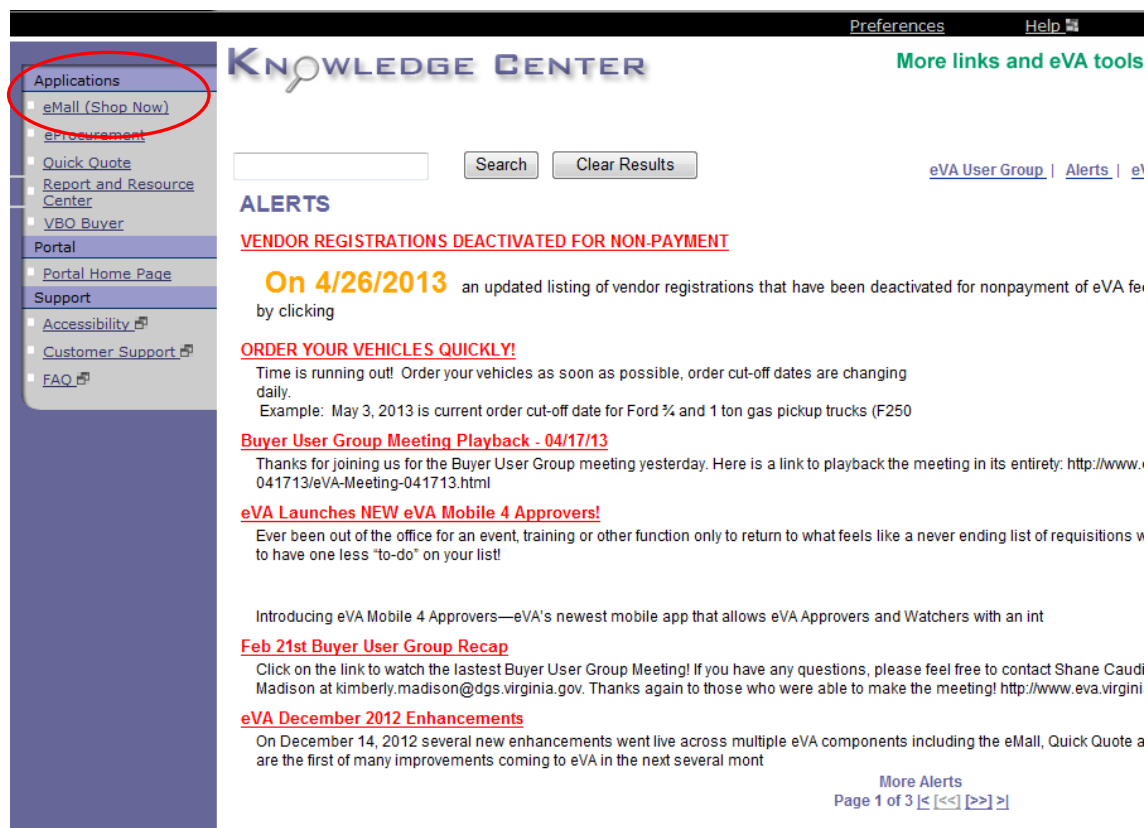
Username

Password

[Password Problems? Click here](#)

[Need A Login?](#)

Fig. 6 Click on eMail (Shop Now) to start a new requisition



Preferences Help

KNOWLEDGE CENTER More links and eVA tools

[eVA User Group](#) | [Alerts](#) | [eVA](#)

ALERTS

VENDOR REGISTRATIONS DEACTIVATED FOR NON-PAYMENT

On 4/26/2013 an updated listing of vendor registrations that have been deactivated for nonpayment of eVA fee by clicking

ORDER YOUR VEHICLES QUICKLY!

Time is running out! Order your vehicles as soon as possible, order cut-off dates are changing daily.
Example: May 3, 2013 is current order cut-off date for Ford ¾ and 1 ton gas pickup trucks (F250)

Buyer User Group Meeting Playback - 04/17/13

Thanks for joining us for the Buyer User Group meeting yesterday. Here is a link to playback the meeting in its entirety: <http://www.eva.virginia.gov/041713/eVA-Meeting-041713.html>

eVA Launches NEW eVA Mobile 4 Approvers!

Ever been out of the office for an event, training or other function only to return to what feels like a never ending list of requisitions waiting to have one less "to-do" on your list!

Introducing eVA Mobile 4 Approvers—eVA's newest mobile app that allows eVA Approvers and Watchers with an internet-enabled device to approve or watch requisitions on the go.

Feb 21st Buyer User Group Recap

Click on the link to watch the latest Buyer User Group Meeting! If you have any questions, please feel free to contact Shane Caudin at kimberly.madison@dgs.virginia.gov. Thanks again to those who were able to make the meeting! <http://www.eva.virginia.gov/022113/eVA-Meeting-022113.html>

eVA December 2012 Enhancements

On December 14, 2012 several new enhancements went live across multiple eVA components including the eMail, Quick Quote and eVA Mobile 4 Approvers. These are the first of many improvements coming to eVA in the next several months.

More Alerts
Page 1 of 3 < << >> >

Fig. 7 Click on "Requisition" to create a new Requisition.



Fig. 8 Complete the information on this “Header” page, then click “Next”

Home | Help | Logout

Welcome Hatala, Kim Mary

PR5487188: [Next](#) [Exit](#)

Enter the requisition title and change one or more of the other requisition fields if necessary. If you are creating the requisition on behalf of another user, that user's accounting, shipping, and delivery ...

Title: * Enter Title Here

On Behalf Of: [dropdown]

Agency: (none selected) [dropdown]

FY: 2013 [dropdown]

PO Category: (none selected) [dropdown]

Procurement Transaction Type: (none selected) [dropdown]

Header Cross Reference: [text box]

Do not send any items to eProcurement: ☐

Send ALL items to eProcurement: ☐

My Labels: [Apply Label...](#)

[Next](#) [Exit](#)

Fig. 9 Enter Vehicles as a Non-Catalog line item by clicking on “Create Non-Catalog Item” button.

The screenshot shows the eVA Ariba Buyer interface in Microsoft Internet Explorer. The browser address bar shows the URL: <https://ariba.eepro.cgidpc.com/Buyer/Main/aw?awh=r>. The page title is "Ariba Buyer - Microsoft Internet Explorer". The interface includes a navigation bar with "Home", "Help", and "Logout" buttons. The main content area is titled "Requisition" and shows the "Add Items" step. A sidebar on the left lists the steps: "1 Add Title", "2 Add Items" (highlighted), "3 Add Accounting Details", and "4 Checkout". The main area displays the requisition details: "PR4034968: Untitled Requisition" and "Items: 0 Total: \$0.00000USD". Below this, there are search filters for "Keywords", "Supplier Part #", "Contract Number", and "Supplier". A "Create Non-Catalog Item" button is highlighted with a red circle. The bottom of the page shows a list of categories: "Contracts (311)", "Mandatory (84)", "Optional (80)", "Agency Specific (147)", "PunchOut Catalogs (108)", "Punchout (108)", "Apparel and Luggage and Personal Care Products", "Purchasing Agreement (5)", "Purchasing Agreement (5)", "VITA Contracts (12)", "Contingent Labor (1)", "Optional (11)", and "Building and Construction and Maintenance Services (102)".

Fig. 10 Enter the Full Description, NIGP Commodity Code, Supplier, Supplier’s Location, Contract List, Contract #, Quantity, Unit of Measure and Unit Price. Click OK when done.

The screenshot shows the eVA Ariba Buyer interface in Microsoft Internet Explorer. The browser address bar shows the URL: <https://ariba.eepro.cgidpc.com/Buyer/Main/aw?awh=r>. The page title is "Ariba Buyer - Microsoft Internet Explorer". The interface includes a navigation bar with "Home", "Help", and "Logout" buttons. The main content area is titled "Requisition" and shows the "Enter Title Here" step. A sidebar on the left lists the steps: "1 Add Title" (highlighted), "2 Add Items", "3 Add Accounting Details", and "4 Checkout". The main area displays the requisition details: "PR5487188: Enter Title Here" and "Items: 0 Total: \$0.00000 USD". Below this, there is a text box for "Full Description: * (example language) '2013 Dodge Avenger SE per Contract # E194-72759. See the attached spreadsheet for detailed order information.'". Below the text box, there are form fields for "NIGP Commodity Code: 07104 - Automobiles and Station Wagons", "Supplier: CAPITAL AUTO GROUP", "Location: RICHMOND [select]", "Reg. Type: Self-Registered", "Supplier Part Number:", "Contract List: E194 | 8/27/13 | E194-72759 | Mid-Size Passenge...", and "Contract #: E194-72759". To the right of these fields, there are form fields for "Supplier Auxiliary Part ID:", "Quantity: 2", "Unit of Measure: each", "Price: \$17,786.00 USD", and "Amount: \$35,572.00000 USD". At the bottom right, there are "Update" and "OK" buttons.

Fig. 11 Type “*Ordering Spreadsheet attached*” in the PO comments box and **be sure** to check the box for “Visible to Suppliers”. Next, Click on “Add Attachments” button.

Supplier: CAPITAL AUTO GROUP INC
 Location: RICHMOND
 Contract Number: E194-72759
 Bill To: eVA-Billing Exception
 Small Business: ☒
 Minority Owned Business: ☐
 Woman Owned Business: ☐
 Reg. Type: Self-Registered

(example language) *2013 Dodge Avenger SE per Contract # E194-72759. See the attached spreadsheet for detailed order information.*

Total Cost: \$35,572.00000 USD

SHIPPING - ENTIRE REQUISITION

See Line Item Shipping Details: ☐
 Ship To: * eVA-Shipping Exception
 Deliver To: * Ordering Agency
 Need-by Date:

COMMENTS - ENTIRE REQUISITION

Enter your standard ordering comments here.

Comments:

☒ Visible to Supplier
☐ Mark as Proprietary and Confidential (This checkbox does not apply to approvers)

ATTACHMENTS - ENTIRE REQUISITION

Fig. 12 Click “Browse” to locate the spreadsheet you saved to your hard drive and to add it to the eVA requisition. **IMPORTANT:** **Be sure** to check the box so it is visible to suppliers. Click OK when done. When you return to the eVA PR, you should see that your file has uploaded.

eVA

My Home My Orders/My UPs My Approvals My Quick Quote Req's

Create Search Manage Recent

Add Attachment

File:

☒ Visible to Supplier
☐ Mark as Proprietary and Confidential (This checkbox does not apply to approvers)